

River Protection Grant
Program :

River Planning Grants and
River Management Grants

Guidelines and Application



Application Deadline
May 1st

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Keys to a Successful Project

Plan, Plan, Plan!

Communication, Communication, Communication!

- Start ***planning*** your project early and communicate with your DNR regional river coordinator or environmental grant specialist often about your project goals.

Before rushing out and applying for a grant, spend some time discussing needs, goals and expectations with the whole river segment community. Invite the regional DNR river coordinator, an extension basin educator, a county extension resource agent or a representative of the Wisconsin River Alliance to come talk to your group, facilitate a goal-setting session, or provide other technical assistance. A little pre-planning will pay dividends down the road.

Start small and don't overestimate what you can do. Consider using doing a small project for your first grant to organize, hold public forums, gather opinions and existing data, distribute information, build consensus and set long-term goals. A large project may fail if it is too ambitious and doesn't have clear goals or agreement among important groups.

- If you are planning to use *consultants*, "shop" for the firm most qualified for your project. The Wisconsin Association of Consulting Engineers (WACE) offers a consultant selection process workbook ("QBS-Qualified Based Selection"), the services of a QBS facilitator, and other guidance at no charge to public owners. See the appendix for more information on QBS and how to contact WACE. Consider putting contingencies in service contracts. This may help protect you if a problem develops. Ask for and check references.

If your consultant fills out your application, be sure to check the completeness and accuracy of the information. Remember, as the grant applicant, you are responsible for the accuracy of the information provided on your application and fulfilling necessary requirements. Before signing your grant award agreement, make sure your consultant agrees with the project scope and conditions as described in the document.

- The ***financial responsibility*** for a grant can't be passed to another entity by a resolution or by any other means. To be eligible for reimbursement, all payments for the grant project must be made by the sponsor indicated on the grant agreement.
- Your DNR regional river coordinator must approve all changes in project scope and other amendments to your grant contract. Your regional river coordinator also needs to be notified if the person listed as the contact or the authorized representative for the grant changes.

Finish your grant project by the project end date. If you need an extension to this date, contact your regional river coordinator.

- All ***land acquisition projects*** must be managed as described in the land management plan. Any changes from this plan must be pre-approved by the Department of Natural Resources.
- When considering your public education needs, keep in mind that DNR and UW-Extension have numerous fact sheets, brochures and guides already developed on many river-related topics. Before developing your own publication, check with your river coordinator to see if a publication already exists that can be used or modified.
- You can save money in your ***ordinance development projects*** by using models. Contact your regional river coordinator or water management specialist for copies of examples.
- **AND MOST IMPORTANT**, feel free to ask questions if you don't know how to proceed or need clarification on such topics as eligible costs or grant administration procedures.

Rivers Contacts

DNR Contacts

For assistance with specific or science-related aspects of your project, contact the River Coordinator in your area. For assistance with financial aspects of your project, contact the Environmental Grant Specialist in your area. For assistance with land acquisition or conservation easement projects, contact the Community Service Specialist or Environmental Grant Specialist in your area.

February, 2003

NER Northeast Region: 1125 North Military Avenue, PO Box 10448, Green Bay WI 54307-0448		
Counties: Door, Kewaunee and Manitowoc in the Lake Shore Basin.		
Mary Gansberg River Coordinator Phone: (920) 492-5799 Fax: (920) 492-5927	Sue Kocken Environmental Grant Specialist Phone: (920) 492-5797 Fax: (920) 492-5891	Contact Sue Kocken
Counties include portions of: Brown, Outagamie, Winnebago and Calumet in the Lower Fox Basin		
Jim Reyburn River Coordinator Phone: (920) 448-5135 Fax: (920) 448-5129	Sue Kocken Environmental Grant Specialist Phone: (920) 492-5797 Fax: (920) 492-5891	Contact Sue Kocken
NER Northeast Region: 647 Lakeland Road, Shawano, WI 54166		
Counties: Portions of Winnebago and Outagamie. All of Waupaca, Shawano, Menominee in the Wolf River Basin.		
Crystal Olson River Coordinator Phone: (715) 526-4220 Fax: (715) 524-3214	Sue Kocken Environmental Grant Specialist Phone: (920) 492-5797 Fax: (920) 492-5891	Contact Sue Kocken
NER Northeast Region: Peshtigo Service Center, PO Box 208, Peshtigo, WI 54157		
Counties: Oconto and Marinette in the Upper Green Bay Basin		
Greg Sevensen River Coordinator Phone: (715) 582-5013 Fax: (715) 582-5005	Sue Kocken Environmental Grant Specialist Phone: (920) 492-5797 Fax: (920) 492-5891	Contact Sue Kocken
NER Northeast Region: Wautoma Service Center, 427 E. Tower Dr., Suite 100, Wautoma, WI 54982		
Counties: Fond du Lac, Winnebago, Green Lake, Marquette and Waushara in the Upper Fox Basin		
Scott Provost River Coordinator Phone: (920) 787-4684 Ext. 3017 Fax: (920) 787-2477	Sue Kocken Environmental Grant Specialist Phone: (920) 492-5797 Fax: (920) 492-5891	Contact Sue Kocken
NOR Northern Region (Rhineland): 107 Sutliff Avenue, Rhineland, WI 54501		
Counties: Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor and Vilas		
Bill Jaeger River Coordinator Phone: (715) 365-8971 Fax: (715) 365-8932	Jane Malischke (Spooner) Environmental Grant Specialist Phone: (715) 635-4062 Fax: (715) 635-4105	Contact Jane Malischke
NOR Northern Region (Spooner): 810 West Maple Street, Spooner, WI 54801		
Counties: Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer and Washburn		
Dan Ryan River Coordinator Phone: (715) 635-4073 Fax: (715) 635-4013	Jane Malischke (Spooner) Environmental Grant Specialist Phone: (715) 635-4062 Fax: (715) 635-4105	Contact Jane Malischke

River Contacts (Cont'd)

SCR South Central Region: 3911 Fish Hatchery Road, Fitchburg, WI 53711		
Counties: Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock and Sauk.		
Bob Hansis River Coordinator Phone: (608) 275-3304 Fax: (608) 275-3338	Pat Sheahan Environmental Grant Specialist Phone: (608) 275-3315 Fax: (608) 275-3338	Stefanie Brouwer Community Service Specialist Phone: (608) 275-3218 Fax: (608) 275-3338
SER Southeast Region: 2300 North Dr. Martin Luther King, Jr., Dr., PO Box 12436, Milwaukee, WI 53212 and Plymouth Service Center, 1155 Pilgrim Road, PO Box 408, Plymouth, WI 53703		
Counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington and Waukesha		
John Masterson (Plymouth) River Coordinator Phone: (920) 892-8756 x3055 Fax: (920) 892-6638	Mary Ellen Franson (Milwaukee) Environmental Grant Specialist Phone: (414) 263-8569 Fax: (414) 263-8661	Contact Mary Ellen Franson
WCR West Central Region: 1300 West Clairemont Avenue, Eau Claire, WI 54701; PO Box 4001 54702-4001		
Counties: Adams, Buffalo, Chippewa, Clark, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon and Wood.		
Greg Breese River Coordinator Phone: (715) 831-3271 Fax: (715) 831-3266	Bruce Neeb Environmental Grant Specialist Phone: (715) 839-3713 Fax: (715) 839-6076	Contact Bruce Neeb

Other Contacts

River Alliance of Wisconsin Contact: Diana Toledo (Southern Wisconsin); Lisa Goodman (Northern Wisconsin)
 Local Group Assistance Program diana@wisconsinrivers.org goodman@wisconsinrivers.org
 306 E. Wilson St., 2W
 Madison, WI 53703 The River Alliance of Wisconsin is under contract to assist
 PH: 608-257-2424 FAX: 608-260-9799 the DNR in supporting the River Protection Grant program.
www.wisconsinrivers.org

Gathering Waters Conservancy
 211 S. Paterson St., Ste. 180
 Madison, WI 53703
 PH: 608-251-9131
 Web page: <http://www.gatheringwaters.org/>

Environmental Task Force Program
 College of Natural Resources
 Room 200
 Stevens Point, WI 54481
 PH: 715-346-3209
 Contact: Nancy Turyk
nturyk@UWSP.edu

For information on registering nonprofit corporations/organizations, see Commerce web page:
<http://www.commerce.state.wi.us/MT/MT-FAX-0966.html>

For searching for information on non-stock organizations, see Wisconsin Department of Financial Institutions (WDFI) web page:
<http://www.wdfi.org/corporations/crispix/> Corporate Registration Information System (CRIS) record search

Introduction The purpose of the River Protection Grant Program is to assist local organizations and local units of government in protecting or improving rivers and natural river ecosystems. Cost sharing grant assistance is available for activities that will help to provide information on riverine ecosystems, improve river system assessment and planning, increase local understanding of the causes of river problems, and assist in implementing management activities that protect or restore river ecosystems.

This grant program is also intended to provide assistance in the formation of river management organizations and provide support and guidance to local organizations that are interested in helping to manage and protect rivers, particularly where resources and organization capabilities may be limited. In a broader context, the intention is to foster and support partnerships between the Department of Natural Resources, nonprofit groups, university and extension service systems, and local units of government. Ultimately, such partnerships should enhance local stewardship of rivers in order to protect against riverine pollution and degradation.

With these goals in mind, the program provides assistance to a variety of project sponsors to undertake their chosen river protection projects. A wide array of activities are eligible for grant assistance, ranging from information gathering to land acquisition and management. The possibilities are explained in greater detail later in this booklet. The grants are given to support new projects, not subsidize current, ongoing operations or replace existing funds; all projects will be evaluated under this premise.

The first step to succeed in any venture is to develop a plan of action: determine needs, set goals, gather and analyze relevant information, and develop alternative courses of action. The second step is to choose and implement the action that best suits the need of all the parties involved.

Before you start filling out an application you should talk with a DNR river coordinator. Be sure to read "Keys to a Successful Project" located earlier in this guide, as well as the information that follows below.

River Protection Planning Grants River planning grants up to \$10,000 are available for organizational development projects that assist in the formation of a qualified river management organization or strengthen the capacity of an existing organization to protect or improve rivers and natural river ecosystems, for river improvement education projects, and for river-related assessments and plan development.

River Protection Management Grants River management grants up to \$50,000 are available for purposes that include purchase of land or a conservation easement, local ordinance development, installation of nonpoint source pollution control practices and river restoration activities. Management grant funds may also be used for education, planning and design activities necessary for completion of a management project.

How to Use This Guide

This guide is arranged into four major sections and is color-coded for easier use.

- **Printed on white paper (in the front):** General information that applies to all river protection grants.
- **Printed on green paper:** Information specific to **river planning grants**.
- **Printed on blue paper:** Information specific to **river management Grants**
- **Printed on white paper (in the back):** The Appendix, where you'll find necessary forms and other reference information.

General Information

Where the Program Funds Come From

The source of funds for these programs is a portion of the state excise tax on gasoline consumed by motor boats.

Funding Possibilities

The State will provide 75% of river protection project costs up to the maximums stated on the pages describing each grant type (called the state share). The grant applicant must provide 25% of total project costs (called the local share). The local share can be in the form of cash or donated labor, services, some equipment, or materials.

Eligible Rivers

For purposes of this program, a river is any natural flowing, navigable water body within the boundaries of, or bordering, Wisconsin. Rivers include streams, creeks and flowages.

Rivers eligible for grants include any natural river or river segment that is recommended for protection in a management plan produced by a federal, state or local resource management agency.

Eligible Applicants

- Counties, towns, villages and cities
- Tribal units of government
- Other local governmental units as defined in s.. 66.0131, Wis. Stats.
- Qualified river management organizations (see below)
- Qualified nonprofit conservation organizations (see below)

Qualified river management organizations: To be eligible, a river management organization must be a nonprofit organization under ch. 181, Wis. Stats. The organization must specify in its articles of incorporation or bylaws that a substantial purpose of its being incorporated is to support the protection or improvement of one or more rivers for the benefit of the general public, or demonstrate that the substantial purpose of its recent past actions was to support the protection or improvement of one or more rivers for the benefit of the general public. In addition, the organization must not limit membership or deny the right of any member or any class of members to vote and must require payment of an annual membership fee of no more than \$50. The organization must submit evidence of incorporation under ch. 181 and the group's by-laws and articles of incorporation to the regional river coordinator or environmental grant specialist before or accompanying the grant application.

Qualified nonprofit conservation organizations (NCOs): To be eligible, a nonprofit group must be tax exempt under Section 501(c)(3) of the IRS code and show that it has as one of its primary purposes the acquisition of property for conservation purposes. An NCO must submit a copy of its IRS Section 501(c)(3) confirmation letter and the group's by-laws and articles of incorporation to the regional lake coordinator or environmental grant specialist before or accompanying the grant application.

Official Project Resolution

Every river protection grant application must include a resolution adopted by the applicant's governing body. This resolution must:

- Formally request financial assistance by the applicant
- Authorize a representative from the applicant organization to act on behalf of the applicant to sign all documents and take necessary action to complete the proposed project
- Resolve that the applicant will meet the financial obligations of a grant

Please see the sample resolution in the appendix.

Applicant Responsibility

The financial responsibility for a grant can't be passed to another entity by a resolution or any other means. To be eligible for grant cost share, payment of all eligible grant project costs must be made by the sponsor named on the grant agreement.

Caution: If your consultant fills out your application, be sure to check the completeness and accuracy of the information. Remember, as the grant applicant, you are responsible for the accuracy of the information provided on your application and for fulfilling requirements. Before signing your grant award agreement, make sure your consultant agrees with the project scope and conditions as described in the document.

Applicant Financial Capability

At the time of submitting a grant application for the project the sponsor must be able to demonstrate financial stability and the ability to raise matching funds.

Applicant Land Management Capability

If the sponsor is applying for a river management land acquisition grant, it must also show the ability to enter into a long-term land management contract with the Department.

Local Share Responsibility

Local share means that portion of the cost of the project other than state grant funds administered by the Department of Natural resources. Your local share can consist of cash, funds from a third part (other than the DNR), donated labor, services, materials, or some equipment use.

Donated labor and equipment as part of local share: A volunteer's time and donated services, equipment or materials may be used as all or part of the 25% local share of a grant project. This allows project sponsors to get "credit" toward a grant for using volunteers to collect data, using donated equipment or receiving donated professional services like consulting. Donations are subject to the following provisions:

1. All sources of the local share donation must be indicated in the grant application.
2. The maximum hourly value of donated non-professional labor will be equivalent to the federal minimum wage.

3. The value of donated equipment will be based on the Wisconsin Department of Transportation (DOT) county highway rates for similar equipment. (County highway rates for equipment can be obtained from your county highway and transportation office.)
4. The value of donated materials and professional services shall conform to market rates and be established by invoice.

Note: The Wisconsin Conservation Corps (WCC) can provide your agency or organization the opportunity to have your labor for certain river management projects completed at no cost, in a quality manner and provide a quality experience for young adults in your area. The WCC is a state agency dedicated to providing a meaningful and diverse job training experience to young adults, age 18-25, in conservation and community development projects to enhance their future career opportunities. For more information about WCC or to find out if one of their 55 crews is in your area, you may call 608-266-7730, and talk to someone on the Projects Team

Donated property as part of local share: For land acquisition projects, the Department may consider up to 75% of the value of donated property, as determined by appraisal, as part of the local share subject to certain conditions. The appraisal prepared for the donated property is subject to department review and approval. The grant may not exceed the actual cash outlay from the sponsor.

Water Regulatory Permits

The applicant should obtain all necessary water regulatory permits prior to submitting an application. The preliminary design costs necessary to obtain the permit will be considered allowable pre-approval costs and are eligible project costs.

Application Review

Regional staff will review your application for completeness and may return the application for more detailed information. The application is considered complete and the project eligible for funding only when the additional information requested is received and all questions or comments have been resolved.

Rating and ranking: Regional staff then review and rate eligible projects based on application materials and site visits according to how well they meet the program criteria established by law and administrative code. (See the rating and ranking questions for each grant type in the Appendix.) Projects and their ratings are then combined in a statewide priority-ranking list where projects of the same type compete against each other. Projects that rank the highest are funded to the extent that funds are available.

Regional river coordinators and/or environmental grant specialists will notify grant applicants as to whether their application will be funded. There can be no firm commitment from the Department on a grant until the statewide priority-ranking list of projects has been finalized.

Project Grant Awards

Upon selection of your project, you will receive a signed agreement from the department outlining the approved project scope, time period and budget. **Read your agreement carefully and share it with your consultant. It contains conditions that govern your project.** Make sure your consultant agrees with the project scope and conditions described in the grant agreement. The project sponsor must sign both copies of the agreement and return one to your regional environmental grant specialist within 30 days.

Important: Costs incurred prior to the beginning date of the grant agreement will not be eligible for reimbursement.

Reimbursement Grant Program

To ultimately qualify for the full grant amount you must pay 100% of your claimed project costs and complete your project. However, depending upon the type of grant you receive, you may be able to request an advance payment equal to 75% of your grant amount. You may also be able to request partial reimbursement payments during the project. Payment will be made only to the contracted grantee. A description of payment options specific to each grant type is found in the green and blue sections that describe each category of grants.

Financial Administration For Your Project

At the time you receive your grant agreement you will also receive information on financial administration during your project, what to do if your project requires changes, how to request advance payments (if applicable for your project type) and how to request reimbursement of project expenditures after completion of your project. In general, your accounting for project costs must be in conformance with generally accepted accounting practices, you must maintain good records and documentation, and all of your financial records are subject to audit and must be kept and made available for inspection for 3 years after final grant payment.

Final Report Requirements

A final report that describes the project's results and is useable by the public must be prepared and submitted for all river protection projects. The DNR regional river coordinator must approve your final report before you may receive your final reimbursement payment. If a consultant writes the final report, be sure the regional river coordinator has approved the report before you make the final payment to the consultant. Periodic progress reports may be required for multi-year projects.

Water Quality Lab Work

A lab that has received approval from the department must perform all water quality laboratory work. Generally this is the State Laboratory of Hygiene. This arrangement allows for ease in administration as well as data consistency and quality control.

If your project includes water analyses by the State Laboratory of Hygiene, you will also receive a summary of the analyses to be performed with a set of unique lab slip labels and instructions. If you have a consultant taking water samples for your project, you'll need to provide them with the summary, labels and instructions. Requiring unique labels on water sample lab slips enables the State Lab to assist the department in tracking water samples by project to assure we pay for only the number of samples specified in a project's grant agreement.

River Planning Grants

*s. 281.70, Wis. Stats.
NR 195, Wis. Admin. Code*

River protection planning grants provide state cost sharing assistance to eligible sponsors for the collection, assessment and dissemination of information on riverine ecosystems, to assist in developing organizations to help manage rivers, to assist the public in understanding riverine ecosystems and to create management plans for the long term protection and improvement of riverine ecosystems.

Eligible Projects Activities eligible for funding under this section include:

1. Organizational development projects which provide programs and materials to assist persons in forming a qualified river management organization or strengthen the capacity of an existing organization to protect or improve rivers and natural river ecosystems. Such activities include:
 - Training, education, or facilitated planning programs and workshops
 - Development, printing and dissemination of information, surveys, educational materials and brochures to describe the group and its purposes and to attract membership
 - Activities that are designed to develop partnerships or achieve organizational objectives to protect a river ecosystem
 - Activities necessary to assist groups in meeting the conditions of a qualified river management organization.
2. Education projects that include the development and dissemination of materials and programs or other activities that increase the public awareness relating to protecting or improving the ways in which rivers are used, the quality of water in rivers, the quality of natural riverine ecosystems or the populations of fish and aquatic life and their habitat in rivers.
3. Assessments and plan development that may include but are not limited to:
 - Acquisition of new or updated information on the water quality, water quantity, fish, wildlife and other biological or environmental information about a river or its ecosystem and the assessment of this information
 - Descriptions and mapping of existing and potential land and water resource conditions, activities and uses within a riverine ecosystem that may affect its quality and the assessment of this information
 - Review, evaluation or development of ordinances and other local regulations related to control of pollution sources, recreational use, or other human activities that may impact fish and wildlife habitat, natural beauty or other components of the riverine ecosystem.
 - Acquisition of sociological information such as census data and assessments of river use information that is necessary to the development of a long-term river management plan
 - The analysis, evaluation, reporting and dissemination of information obtained as part of the planning project
 - The development of alternative management strategies, plans, and specific project designs necessary to identify appropriate river protection projects

Ineligible Projects Activities not eligible for funding under a river planning grant include any capital improvement project.

- Application Deadlines*** The application deadline is May 1st of each year. The application is to be submitted to the regional river coordinator.
- Funding Possibilities*** The maximum grant amount is \$10,000. Grants are based on 75% of the total eligible project costs and are capped at the maximum grant amount.
- Payment Options*** Grantees may request a 75% advance payment to begin project activities. (If your project includes any State Lab of Hygiene water quality testing costs, those costs will be subtracted from your advance payment, because the department pays the State Lab directly for these services on behalf of the grantee.) The final 25% of the grant amount may be requested at the end of the project when the final project report and documentation for actual eligible costs are submitted.

River Management Grants

*s. 281.70, Wis. Stats.
NR 195, Wis. Admin. Code*

River protection management grants provide state cost sharing assistance to eligible sponsors for implementing a specific activity or set of activities, other than planning activities, to protect or improve a river ecosystem.

Eligible Projects Activities eligible for funding under this section include:

1. The purchase of land or of a conservation easement subject to certain requirements
2. Development of local regulations or ordinances that will protect or improve the water quality of a river or its natural ecosystem
3. Installation of practices to control nonpoint sources of pollution
4. River restoration projects including restoration of in-stream or shoreland habitat
5. An activity that is approved by the department and that is needed to implement a recommendation made as a result of a plan to protect or improve the water quality of a river or its natural ecosystem
6. Education, planning and design activities necessary for the implementation of a management project.

See the pages that follow for additional information on selected river management grant activities.

Ineligible Projects Activities not eligible for funding under a river management grant include:

- Dam repair and operation
- Purchase of property on which a dam is located unless for the purpose of facilitating dam removal
- Dredging
- Design, installation, operation or maintenance of sanitary sewers, treatment plants or onsite sewerage systems

Application Deadlines The application deadline is May 1st of each year. The application is to be submitted to the regional river coordinator.

Funding Possibilities The maximum grant amount is \$50,000. Grants are based on 75% of the total eligible project costs and are capped at the maximum grant amount.

Payment Options Grant advances are not allowed for a river management grant. Grantees may be reimbursed after the project has been completed and the final report and documentation of costs have been submitted to the department and approved. It is possible to submit a partial reimbursement payment request accompanied by a progress report during the project.

***Additional Information on
Selected Management
Grant Activities***

***Ordinance Development
Project***

Note: The DNR has developed model ordinances, e.g. shoreland, wetland, floodplain that are available to you free of charge. Your regional lake coordinator will have information on these models as well as other department contacts that can assist you with ordinance development.

***Detailed Project
Description***

The narrative description of the project should include:

- Description of the problem that has resulted in the need for an ordinance
- Description of past attempts to address the problem
- Explanation of how the regulation or ordinance will protect or improve river water quality or the natural ecosystem of the river
- Explanation of how the proposed ordinance development complements other river management efforts
- Description of the level of support for the project from other affected management units
- Identification of other groups or management units that will be involved, describe their roles and level of financial support
- Description of the process of long-term enforcement of the regulation or ordinance and an estimate of enforcement costs

All ordinance development projects should include the following project scope elements:

- Inventory of applicable existing ordinances pertaining to the river(s) in question.
- Definition and extent of the local jurisdictions enforcing existing ordinances.
- Description of the resources (staff, budget, and equipment) each jurisdiction allocates to the enforcement of existing ordinances.

Final Report Requirements

All projects must result in a final report that describes the project results and includes copies of the proposed ordinances or regulations.



Land Acquisition

Land acquisition projects are reviewed and processed by DNR regional environmental grant specialists (instead of the regional river coordinators who handle the other types of river protection grant projects.) A list of regional environmental grant specialists is in the front of this guide.

Important The land acquisition process can be a complicated one. For this reason it is important to start planning your project early and communicating with your DNR environmental grant specialist.

Eligible Land Acquisitions and Conservation Easements The purchase of land in fee title ownership (resulting in a warranty deed) and of a conservation easement in perpetuity are eligible for 75% grants.

Eligible Costs Eligible acquisition costs include:

- The fair market value of the property as determined by Department-approved appraisals
- Reasonable costs related to the purchase of property including the cost of appraisals
- Land survey fees
- Relocation payments
- Land stabilization
- Title insurance
- Recording fees
- Environmental inspections and audits
- Attorney's closing fees
- Building demolition may be an eligible cost based on the degree to which the demolition contributes to river protection or restoration.

Ineligible Costs Land acquisition costs not eligible include:

- Acquisition of any property that is subject to a reversionary right or has restrictions or covenants which would prevent the property from being managed for purposes consistent with this grant program
- Environmental clean-up costs
- Brokerage fees paid by the buyer
- Real estate transfer taxes
- Any other cost not identified above

Land with a Mortgage or Land Contract The department **cannot** award a grant for property on which a mortgage or land contract exists. This is because the department is not able to subordinate the state's interests to the prior interests of a mortgage holder. If you have the funds needed for sponsor match, but are working with a landowner who wishes to extend payment over several years for tax reasons, it is possible to arrange scheduled payments through an escrow account. Discuss this situation with your DNR environmental grant specialist.

River Protection Land Acquisition Conditions When a sponsor/grantee signs a grant and/or management contract accepting river management grant funds, it assumes responsibility for complying with program requirements. These requirements are spelled out in the grant contract and in Chapter 195 of the Wisconsin Administrative code. All obligations, terms, conditions, and restrictions of the grant contract are limitations on the use of the property in perpetuity. Your regional environmental grant specialist can review the program's grant conditions with you.

Appraisal Requirement The value of real property proposed for acquisition must be established by an appraisal prepared in accordance with DNR appraisal guidelines and approved by the department. Contact the DNR environmental grant specialist for a copy of these. (See environmental grant specialist contacts listed in front of this guide.)

Grant Contract Requirement Any grant award which involves the purchase of property will be subject to a grant contract prior to receiving payment for land purchase. The grant contract is a contract between the grantee and the department detailing how lands acquired with grants will be managed. The contract will contain, but is not limited to provisions which:

- Provide for long-term management of the property.
- Prohibit using the property as security for any debt unless the department previously approves the incurring of the debt.
- Prohibit closing the purchased property to the public except where the department has made a determination closure is necessary to protect wild animals, plants, or other natural features or for property acquired through a conservation easement.
- Require that any subsequent sale or transfer of the property to a third party is subject to prior approval by the department and that any transfer remains subject to all requirements contained in the initial grant contract.
- Require that the instrument conveying the property to the recipient state the interest of the state be recorded together with the grant contract in the office of register of deeds of each county in which the property is located.
- Require that, should the recipient violate any essential provision of the grant or grant contract, interest in or title to the acquired property shall vest in the state, without necessity of re-entry.

Retroactivity Grants may not be made to applicants for property acquired prior to the sponsor receiving an approved grant contract without prior written approval from the department.

When acquisition is necessary before approved grant contract.

In some cases it may be necessary for the applicant to acquire property before all grant program requirements can be met. In these situations a waiver to acquire the property before a grant agreement is signed by the department may be issued. To be eligible for a waiver, an applicant must submit in writing a request for retroactivity BEFORE the purchase of the property. Written statements must contain specific reasons for the request, be accompanied by a location map and the estimated value of the property.

A letter of retroactivity only allows an applicant to complete the application process after a parcel is purchased. It does not guarantee that a project will be approved or that grant funds will be allocated to the project.

Use of an Escrow Account When the grantee is purchasing property under the terms of a grant contract, the department upon request may distribute the entire state share of the purchase cost of the parcel to a non-interest bearing escrow account, subject to a department-approved title insurance commitment for each property. The escrow account will be released upon completion of an insured closing and conveyance of the property to the sponsor. If the property closing has not occurred within 60 days from the time the funds are distributed to the escrow account, the department may cause the funds in the escrow account to be returned to the department.

Property Management Plan All land acquisition project applications must include a draft management plan that describes the site, how it protects the river and its ecosystem, and how it will be managed and maintained over the long term. The level of detail will depend upon the size and condition of the site. Decisions regarding funding are based, in part, on information in this document, but perhaps even more importantly, it serves as a long-range planning tool for the project.

Please submit the narrative and plan as a separate “stand alone” document. The Department may recommend revisions to the draft plan before final adoption and it will become part of the River Protection grant and management contract should the project receive funding. Attach maps as an appendix.

Minimum Plan Requirements

The following points should be addressed in your narrative and plan:

- A. Description of existing conditions. Describe and/or show on a map or good quality low altitude aerial photograph of appropriate scale:
 - 1. Land cover conditions, vegetation, wetland, farm fields, etc.
 - 2. Structures such as roads, buildings, etc.
 - 3. Drainage patterns, general topography, etc.
 - 4. Adjacent land uses
 - 5. Problem sites, e.g. dumping areas, active erosion, barnyards, etc.
 - 6. Site photos
- B. Description of proposed conditions. Describe and/or show on a map how the site will change and be maintained.
 - 1. Include how the site will be used and who will use it, and any plans to restrict the public
 - 2. Include plans to transfer, gift, or sell the property rights to any other organization.
 - 3. Include who will manage and maintain the site.
 - 4. Include how it will be maintained, e.g. trees planted, mowed? Note: An undisturbed vegetated buffer extending a minimum of 30 feet from the ordinary high water mark of the river and any streams or wetlands is required on all plans.
 - 5. Specify and attach any third party management agreements.
 - 6. Other documents or previously prepared management plans. Include as attachments.
 - 7. Use active and binding terms such as will and shall rather than passive terms such as may and should.
 - 8. If the site is "natural" and no development or land-altering management activities are planned, then a map or current aerial photo and a short descriptive narrative will suffice.
 - 9. If development (soil stabilization, vegetation restoration, or the installation of public improvements such as trails or parking lots) is being proposed, the plan will need to be more detailed and address:
 - a. A map showing proposed conditions and any interim construction phases.
 - b. A description and schedule or sequence of activities (How/when buildings will be removed, plantings done, rip-rap installed, paths located, etc.)

If roads, piers or grading are contemplated then a topographic survey and specific locations and design cross-sections are required.

Relocation Plans Governmental sponsors must prepare relocation plans in accordance with Wisconsin Administrative Code, Chapter COMM 202 Relocation Assistance. Plans are needed where buildings and farmland are used or occupied. It is extremely important that the land acquisition procedures are followed carefully as non-compliance with the laws may nullify a grant award. Information pamphlets regarding the need to prepare a relocation plan and any potential relocation payments can be obtained by contacting the Department of Commerce, Relocation Unit, Division of Community Development, 201 West Washington Avenue, PO Box 7970, Madison, WI 53707, 608-264-7822. Information and forms are also available from the Department of Commerce website: www.commerce.state.wi.us (search for “relocation unit”).

Qualified river associations and nonprofit conservation organizations will need to prepare a relocation plan if the land they are purchasing will cause the involuntary relocation of a tenant from a dwelling. An owner who voluntarily sells a property to a qualified river association is not considered a displaced person under relocation laws. Similarly a tenant who can remain permanently on a property subject to normal rent conditions is not considered a displaced person.

If relocation payments are necessary, they are eligible for 75% cost sharing assistance.

Environmental Hazards Assessment No grant may be awarded prior to receipt of an environmental hazards assessment showing the property contains no undesirable environmental conditions or liabilities or potential liability or hazards that are unacceptable to the department. For river districts, sanitary districts, qualified river associations and management units organized under s. 66.299(1)(a), Stats., this environmental hazards assessment report must be approved by the department. A copy of the environmental hazards assessment report, Form 1800-001, is found in the appendix.

Archaeological Sites and Historic Buildings Where required, the department will check resource inventories for known archaeological sites and/or historic buildings on the property proposed for acquisition of title or easement. If any are present, the department will advise the applicant what, if any, additional steps must be taken for compliance with state historic preservation laws.

Payment Options Land acquisitions are complicated transactions. Refer to information listed previously in this section and check with your Environmental grant specialist

Appendix

River Protection Grant Application Form 8700-284

River Protection Grant Application Instructions

Before filling out your application, please thoroughly review the application guidelines, read the ranking criteria for your proposed project type (located in the appendix of this guidance booklet), and talk with the DNR river coordinator and/or environmental grant specialist for your area.

Your completed application must be submitted to the DNR river coordinator for your area and postmarked no later than May 1st.

The complete application includes the River Protection Grant Application (*Form 8700-284*) and all attachments required for the type of project for which you are applying. Contact your DNR river coordinator or environmental grant specialist at any time if you have questions or need clarification of any requirement.

Section I: Application Type

Check the box next to the project type that most closely describes the project you are proposing.

Section II: Applicant Information

Sponsor: The applicant must be a county, town, city, village, other local governmental unit as defined in s. 66.299, Wis. Stats., tribal unit of government, qualified river management organization, or qualified nonprofit conservation organization. Name the applicant and check the box that describes the applicant. If your organization is a nonprofit corporation, be sure that the name you put on your grant application is the same as the name under which the organization is incorporated.

Authorized Representative Named by Resolution: The authorized representative must be the person authorized by a resolution of the sponsor's governing body to act on behalf of the sponsor to sign the application and all grant-related documents, receive grant payments on behalf of the sponsor, and take necessary action to complete the proposed project. A contracted consultant to the sponsor may not be named as authorized representative for the project.

Project Contact Name: The contact person is the person the sponsor designates to perform day-to-day management and coordination of the project. The contact person may or may not be the same person as the authorized representative. The sponsor may choose to designate a consultant as the contact person.

Section III: Project information

Project Title: Give a descriptive title for the project that includes the name of the river and/or project area.

Proposed Ending Date: Based on the planned timeline for your project, list the proposed project completion date.

Other Management Units Around River Segment: List other management units, including municipalities and organizations, that are in or adjacent to the project area. Check the corresponding box for each management unit from which you include a letter of support for your project.

Section IV: Cost Estimate and Grant Request

Note on ineligible costs: Do not include in your project costs a) fines and penalties due to violation of any law or regulation; b) ordinary operating expenses of local government, such as salaries of public officials that are not directly related to the project; or c) purchase of boats, autos or office furniture.

The cost estimate is divided into two columns for each cost category, Cash Costs and Donated Value. Column 1, Cash Costs are those costs the applicant expects to incur specifically for the project and will pay in cash, either out-of-pocket or with grant funds. Column 2, Donated Value includes the value of donated labor, services and goods

that contribute directly to the progress of the project and the value of which will be documented by invoice or other reliable means.

Enter your projected costs for each applicable cost category 1 through 13 listed in Section IV, indicating for each category the portion of the cost that is a Cash Cost and the portion that is Donated Value. Most projects won't have costs in all categories. Refer to the instructions below for descriptive notes for certain cost categories that may not be self-explanatory or that have special requirements.

1. Salaries, wages and employee benefits: Column 1, Cash Costs, includes salaries, wages and employee benefits paid by the applicant to its own employees for work directly allocable to the grant project and documented by time sheets and payroll records. Column 2, Donated Value, includes the value of labor donated to the project. The value of such labor is limited as follows: The maximum value for non-professional labor is the prevailing federal minimum hourly wage rate at the time the service is performed; the value for professional services must conform to market rates and be established by invoice.
2. Consulting services: Column 1, Cash Costs, includes the full cost of the consulting contract(s) for the project. Column 2, Donated Value, includes the value of donated professional consulting services valued at the rate the professional person actually receives for similar work performed for pay.
3. Purchased services--printing and mailing:
4. Other purchased services (specify):
5. Plant material:
6. Supplies (specify): Supplies are consumable items.
7. Depreciation on equipment: If you are purchasing equipment for the project, using equipment owned by the applicant, or accepting donations of equipment use, please consult with your DNR environmental grant specialist for information on the river protection grant equipment depreciation and hourly use policy.
8. Hourly equipment use charges: Please see 7, above.
9. State Lab of Hygiene (SLOH) costs: If your project includes the collection of water chemistry samples and analysis at the State Lab of Hygiene, you must get a completed projected SLOH costs form from your DNR river coordinator and submit it with your application. Enter the total cost for testing from that form on Line 9 in Column 1. Do not enter anything in Column 2 of Line 9.
10. Non-SLOH laboratory costs: Enter on this line costs of laboratory work at non-SLOH laboratories. You must have prior approval from the department to use a lab other than the State Lab of Hygiene. If you put costs on this line, include in your project description information on which lab you plan to use and how many samples you plan to send in.
11. Land or easement acquisition value: Enter the certified fair market value of the land or easement that you intend to purchase. If you don't know the certified value because your appraisal has not been completed, indicate the asking price. If all or part of the value of the land will be donated, enter the donated portion of the value in Column 2, and the remainder, if any, in Column 1. Note: The cost of acquisition of any property that is subject to a reversionary right or has restrictions or covenants which would prevent the property from being managed for purposes consistent with this grant program is not an eligible cost. Other restrictions may apply, so be sure to discuss your plans with the environmental grant specialist before completing your application.
12. Associated acquisition costs: Enter the sum of eligible acquisition costs other than the value of the land or easement itself. Eligible costs include the cost of appraisal, land survey fees, required relocation expenses, land stabilization costs, title evidence, title insurance, closing insurance costs, attorneys closing fees, recording fees, and the cost of

environmental audits. Building demolition may be an eligible cost based on the degree to which the demolition contributes to river protection or restoration. Ineligible costs include environmental clean up costs, brokerage fees paid by the buyer, real estate transfer taxes, and any other cost not listed above as an eligible cost.

13. Other: List costs that are needed to implement the project but are not captured in Lines 1 through 12, above, and enter the sum of these costs. Specify the purpose(s) of these costs.
14. Subtotals: Add up the numbers in Column 1, Cash Costs, and enter the sum in Column 1 on Line 14. Add the numbers in Column 2, Donated Value, and enter the sum in Column 2 on Line 14.
15. Total project cost estimate: Add together the numbers from Columns 1 and 2 on Line 14. Enter the sum in the box for Line 15. This is your total project cost estimate, including costs the applicant will pay with cash and the value of donated labor, services and goods.
16. State share requested: The state share requested is 75% of the total project cost estimate from Line 15 up to the maximum grant amount for your project type, and not exceeding the total cash costs from Line 14, Column 1. You may use the worksheet below to calculate the state share requested.

- a) Total project cost estimate from Line 15 _____
- b) Figure on a) times .75 _____
- c) Maximum grant amount for project type _____
- d) The lesser of b) or c), above _____
- e) Cash costs from Line 14, Column 1 _____
- f) The lesser of or d) or e), above _____

This is the maximum state share you may request. Enter the amount from f), above, in the box for Line 16.

Section V: Attachments

To complete your application you must submit all attachments indicated on the checklist as required for your project and/or organization type and planned activities. All sponsors must submit the attachments listed in Section A. Please review the headings for Sections B through E to identify those sections that apply to your organization and/or project type. Check the box next to each listed attachment that you are including with your application.

Refer to the instructions below for descriptive notes for certain attachments that may not be self-explanatory.

A. For all applicants:

A.1. Authorizing resolution: A model authorizing resolution for river protection grant applications is located in the Appendix of this guidance booklet. The resolution must be passed by the applicant's governing body and properly signed and dated. (Remember that you may not designate a contracted consultant as your authorized representative.)

A.2. Letters of support: The department's objective in requesting these letters is to ensure that other management units that may be affected by the project are aware that it will be carried out and have the opportunity to indicate whether or not they support the project.

A.3. Map of project location and boundaries: Let the map(s) you provide fit the complexity of the project. For small, simple projects, a simple location map, such as a copy of a page from a plat book or a county map with the project river segment circled will do.

A.4: Itemized breakdown of expenses: For each cost category for which you estimated costs in Section IV, provide a brief explanation of what the cost will cover and how you calculated the amounts you entered on Lines 1 through 13 in Schedule IV.

A.5: State Lab of Hygiene (SLOH) Projected Cost Form: This is required only for those applicants who will send samples to the SLOH for testing. This form is not included in this application packet and must be obtained from the river coordinator.

A.6: Project scope/description: **This is the heart of your grant application**, and must provide the grant reviewer with a full picture of your project. Write your project description commensurate with the size and complexity of your project. For a relatively simple small-scale river protection project, a few well-organized paragraphs may suffice; for a larger project, you will need to provide more. Be sure to address every element on the checklist for project description, a. through k. Remember that your project will be ranked on the information you provide; your clear and succinct but thorough narrative will help ensure that your project receives all the ranking points it warrants.

B. For applicants that are river management organizations (RMOs) or non-profit conservation organizations (NCOs).

Note: If your organization has previously received a grant from the department under the river protection, lake planning, lake protection, stewardship, and/or nonpoint source pollution abatement grant program, give the name of the program, the date of the grant award and the grant number. If you provide this information, B.1 and B.2 do not apply to your application.

B.1 For first time applicant RMOs only: Include a completed River Management Organization Application (*Form 8700-287*) and attachments. This form is available in the appendix of this booklet. See the table of contents for page number.

B.2. Documentation of Financial Status: Either a copy of the most recent audited financial statement or the most recent IRS 990 filing will usually suffice. You may also include additional information that evidences your organization's financial capability to provide the "local share" and complete the proposed project.

Attachments C. through F: Please refer to the section in the guidance booklet that pertains to your project type for more detailed descriptions of the required attachments.

Section VI: Certification

- ☐ Withhold personal identifiers...: The department is required to provide you the opportunity to request that personal identifiers be withheld from disclosure under the circumstances described. Checking this box is optional.

Be sure that the representative authorized by resolution of the applicant's governing body signs and dates the application!

River Management Organization Application Form 8700-287

**River Protection Grant
Sample Resolution**

Resolution # _____

RESOLUTION OF _____ (*insert sponsor's name*)

County of _____

WHEREAS _____ River/Creek/ _____ (*other*) is an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS we are qualified to carry out the responsibilities of the river protection project described in the state grant application; and

WHEREAS in this action the Board declares its intent to conduct the river protection project described in the grant application.

IT IS, THEREFORE, RESOLVED THAT:

_____ (*sponsor*) requests the funds and assistance available from the Wisconsin Department of Natural Resources under the River Protection Grant Program: and

HEREBY AUTHORIZES _____ (*sponsor's representative*) to act on behalf of _____ (*sponsor*) to: submit an application to the State of Wisconsin for financial aid for river protection purposes; sign documents; and take necessary action to undertake, direct, and complete an approved river protection grant project.

BE IT FURTHER RESOLVED THAT _____ (*sponsor*) will meet the obligations of the river protection grant project, including timely publication of the results, and meet the financial obligations under this grant including the prompt payment of our 25% commitment to project costs.

We understand the importance of a continuing protection program for _____ River/Creek/ _____ (*other*) and intend to proceed on that course.

Adopted this day ____ of _____, 20____

By a vote of: ____ in favor ____ against ____ abstain

BY: _____ Secretary/Clerk of

_____ (*Sponsor*)

Note: Eligible sponsors as defined in s. 281.70, Wisconsin Statutes and NR 195, Wis. Admin. Code, include any county, city, town, village, qualified river management organization, qualified nonprofit conservation organization, or other local governmental unit as defined in s. 66.299(1)(a), Wis. Stats. The **sponsor's representative** is the individual authorized to act on behalf of the sponsor. A contracted consultant to the sponsor cannot be the authorized representative. The resolution cannot pass grant responsibility to another group or organization.

River Planning Grant Ranking Sheets

Ranking Questions – Ranking Activities Sheets February, 2003

Project Name : _____ Total Score _____

I. PLANNING GRANTS - When developing a priority list, the department shall rank all planning grant applications according to the following criteria: Instructions: Write in only one correct point value in each letter section unless otherwise noted and then total.

A. The degree to which project assists creation or enhancement of a local river management organization and can demonstrate how the use of the funds will build the capacity of the organization or to protect and restore the river and its ecosystem (6 points). Enhance means to positively impact the growth or effectiveness of an organization, as measured by membership, total income, or any other measurable indicator of growth or effectiveness. Effectiveness may be measured by such indicators as board or leadership skills, the hiring of staff, strategic planning, establishing a web site, creating a financial system, or attainment of other specific organizational goals.

____ 1 pt. A.1. Project has some (limited) impact on organization development, enhancement, or effectiveness.

____ 3 pts. A.2. Project will enhance the effectiveness of an existing organization.

____ 6 pts. A.3. Project will significantly enhance the effectiveness of an existing organization.

- or -

____ 6 pts. A.4. Project will create a new organization.

B. The degree to which the project assists local decision-making or formation of a strategy to protect the quality of a river's ecosystem (4 points).

____ 1 pt. B.1. Project will provide some assistance in local decision-making or strategy but is not specific or does not have a protection focus. Project may include new inventory or monitoring work, but without detailed management recommendations.

____ 2 pts. B.2. Specifically mentions issues to be addressed in the project relative to local decision-making or strategy development. An example might be an inventory or monitoring of water quality, fish, aquatic life, habitat, land use, or sociological information, but with limited or more narrowly focused management recommendations.

____ 4 pts. B.3. Same as B.2. But issues are of broader ecological significance – greater impact and specifies that a strategic plan is a product that is wider in scope than B.2. Final product includes strategy for dealing with broader river system issues.

C. The degree to which the project will enhance knowledge and understanding of a river's ecosystem (4 points).

- _____ 1 pt. C.1. Limited education effort, assessment consists of compiling existing data.
- _____ 2 pts C.2. Standard level education effort e.g. newsletter, press release, etc. Assessment effort generates some new information, or existing data will be compiled and used within a school or school system to enhance education.
- _____ 4 pts. C.3. Beyond standard education effort - video, workshops, multiple outlets for information, or new information will be used within a school or school system to enhance education. Assessment effort collects **considerable** new information where this information has been recognized as limited.

D. The degree to which the project is supported in a federal, state or local resource plan and makes efficient use of all other available funding sources (4 points).

- _____ 1 pt. D.1. The project is generally consistent with a state, local, or federal resource plan.
- _____ 2 pts. D.2. Implements at least one recommendation in a state, local, or federal resource plan.
- _____ 3 pts. D.3. Implements more than one recommendation in a plan **OR** the activity recommended is in a DNR plan and a local or federal plan.
- and -
- _____ 1 pt. D.4. A substantial portion of the overall project funding will be obtained through sources other than this grant, demonstrating thoughtful and creative efforts to finance the project.

E. The degree of public support for the project (3 points).

- _____ 1 pt. E.1. More than one letter of support and/or other evidence of support from stakeholders such as elected officials, municipal staff, interest groups, or property owners.
- _____ 3 pts. E.2. More than one letter of support **and** evidence of support from multiple stakeholders that show willingness to be involved and contribute to the project, including in-kind financial involvement.

F. It is a first-time project (1 point).

- _____ 1 pts. F.1. This does not duplicate a project previously funded through river planning grants.

River Management Grant Ranking Sheets

Ranking Questions – Ranking Activities Sheets February, 2003

Project Name: _____ Total Score _____

II. MANAGEMENT GRANTS - When developing a priority list, the Department shall rank all management applications according to the following criteria. Instructions: Write in only one correct point value in each letter section unless otherwise noted and then total.

A. The degree to which the project will protect critical riverine ecosystems (9 Points). Staff may consider such factors as current stream classification, knowledge or recent survey information, evaluation monitoring data, or other indicators representative of level of ecological importance.

- ___ (1) pt A.1. River segment has limited ecological importance. (For example, may be typical for limited aquatic life (LAL) or warm-water forage fish (WWFF) classed streams.)
- ___ (2) pts A.2. River segment has average ecological importance (For example, may be typical for class III trout streams or marginal warm-water sport fish (WWSF) classed streams.)
- ___ (5) pts A.3. River segment has good ecological importance or protects against an imminent threat to its ecological integrity. (For example, may be typical for average warm-water sport fish (WWSF) or class II trout streams.)
- ___ (7) pts A.4. River has high ecological importance. (For example, may be typical for exceptional warm-water sport fish (WWSF), Class I trout streams, high quality Class II trout streams, or Outstanding or Exceptional Resource Waters, etc.)

- and -

- ___ (2) pts A.5. Proposed management activity is located in, or geared specifically towards, a critical habitat segment of the stream system. Examples may or may not include headwater areas, endangered or threatened species habitat, critical spawning areas, etc.

B. The degree to which the project will restore the quality of a river's ecosystem or aids in the linkage or concentration of critical habitat (7 points).

- ___ (1) pts B.1. Project is small in overall ecosystem impact. (The location of the project is isolated from other management activities or does little to improve the stream.)
- ___ (3) pts B.2. Project is moderate in overall ecosystem impact. (Upstream or downstream segments to the project are of good quality, demonstrates moderate linkage and has some overall watershed benefits.)
- ___ (5) pts B.3. Project is above average in overall ecosystem impact. (Upstream or downstream segments have been restored or protected. The project demonstrates very strong linkages to existing restored or protected critical riverine habitat.)
- ___ (6) pts B.4. Project is large in overall ecosystem impact and provides systemic water quality benefits such as reducing or eliminating an impairment, raising the segments classification, removing barriers to fish migration, or projects that expanding or linking existing public river recreational, fisheries or habitat management areas.

- and -

___ (1) pt B.5. Project includes dam removal or facilitation of fish passage.

C. The degree to which the proposed activities have a good likelihood of successfully meeting the project objectives and where the sources or causative factors of the problems to be remedied have been or very likely will be controlled prior to management activities (3 points).

___ (1) pts C.1. Continues or extends a good existing project.

- or -

___ (3) pts C.2. Modeling or detailed analysis (including sources and causative factors) demonstrates well-planned project with high chance of success. Cooperation agreements, permitting and other factors indicate project will proceed on schedule in a timely fashion.

- and -

___ (1) pts C.3. The project includes one or more measurable objectives that will demonstrate its success or failure.

D. The degree to which the project is supported in a federal, state or local resource management plan and makes efficient use of all other available funding sources (4 Points).

___ (1) pts D.1. The project is generally consistent with a state, local, or federal resource management plan.

___ (2) pts D.2. Implements at least one activity specifically recommended in a state, local, or federal resource plan.

___ (3) pts D.3. Implements more than one activity specifically recommended in a plan, **OR** the activity is in a DNR plan and a local or federal plan.

- and -

___ (1) pts D.4. A substantial portion of the overall project funding will be obtained through sources other than this grant, demonstrating thoughtful and creative efforts to finance the project.

E. The degree of public support for the project (3 Points).

___ (1) pts E.1. More than one letter of support and/or other evidence of support from stakeholders such as elected officials, municipal staff, interest groups, or property owners.

___ (3) pts E.2. More than one letter of support and evidence of support from multiple stakeholders that show willingness to be involved and contribute to the project, including in-kind financial involvement.

F. First time project. (1 Point).

___ (1) pts F.1. This does not duplicate a project previously funded through the river management program.

Environmental Hazards Assessment, Form 1800-001

Informational Item
Choosing a Consulting Engineering Firm
Using *Qualification Based Selection (QBS)*

QBS is a step-by-step process for choosing a consulting engineer developed by the Wisconsin Association of Consulting Engineers (WACE). Following is a general outline of the QBS process from WACE's Public Owner's Workbook. See the box below for further information.

A. PROJECT DEFINITION

1. Define the preliminary scope of work – a one page description of your project's needs.
2. Establish a time frame and set a schedule for your consultant selection process.
3. Invite consultants to submit their Statements of Qualifications based on your preliminary scope of work, requirements, and timeline.

B. REVIEW

1. Evaluate and rank the Statements of Qualifications to develop a short list of 3-5 firms for further consideration.
2. Notify firms you did not select for further consideration; notify firms from the short list of the subsequent interview process.
3. Call references of short-listed firms.

C. SELECTION

1. Provide a tour of the facility or site.
2. Interview the firms on the short list.
3. Rank the interviewed firms and select the most qualified.
4. Develop a scope of services, compensation, and an agreement with your selected firm.

The Wisconsin Association of Consulting Engineers offers a workbook, the services of a QBS facilitator, and other guidance at no charge to the public owner. For more information, call or write:

Wisconsin Association of Consulting Engineers
131 W. Wilson Street, Suite 502
Madison, WI 53703
(608) 257-WACE (9223)
FAX: (608) 257-0009